



**DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
ACCESSION TASK FORCE
10620 MATHER BOULEVARD
MATHER, CA 95655**



Full Time National Guard Operational Support (FTNGDOS) Announcement

- 1. POSITION AVAILABLE:** Recruit Sustainment Program (RSP) Administrative NCO
- 2. LOCATION:** Sacramento, California
- 3. TOUR NUMBER:** ATF 09-01
- 4. OPENING DATE:** 7 October 2008
- 5. CLOSING DATE:** 6 November 2008
- 6. MINIMUM GRADE:** E-1 **MAXIMUM GRADE:** E-6
- 7. ELIGIBILITY REQUIREMENTS:**
 - a. Members of the California Army National Guard.
 - b. Not within 6 months of Expiration of Term of Service (ETS).
 - c. Member must meet medical retention standards IAW AR 40-501, Chapter 3.
 - d. Meet physical fitness standards IAW FM 21-20 and height / weight standards IAW AR 600-9.
 - e. Not under current suspension of favorable personnel action (flagged) IAW AR 600-8-2.
 - f. Must not have served on any combination of operational support for more than 1,095 cumulative days (three years) out of the preceding 1,460 days.
 - g. Must be able to complete the tour prior to achieving 17 years of Active Service.
- 8. SELECTING SUPERVISOR:** Commander, Accession Task Force
- 9. MILITARY STATUS:** FTNGDOS, Title 32, Section 520(f) - Subject to the availability of funds
- 10. BRIEF JOB DESCRIPTION:**

The RSP Administrative NCO is responsible for the daily execution of all administration activities of the RSP site. To include, all pay and pay concerns; verification of training and shipping packets; management of the RSP training site database (Vulcan); provides recruit projection and attendance reports to higher headquarters; tracks Training Pipeline Losses and recruit ship rate data for the site.

11. QUALIFICATIONS:

Soldier must possess good organizational skills, the ability to take initiative, and to work autonomously. Soldiers seeking this position must possess good interpersonal skills and should have a solid working knowledge of the Army Training Management System, ATRRS, Vulcan database, RCAS, MILPOAPPS and Military Pay system.

12. PREFERRED EXPERIENCE:

- a. One year of experience as an instructor at an NCO Academy or IET installation.
- b. TAITC / SGITC qualified
- c. Leadership experience (as supported by NCOERS)

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- d. Operations Sergeant experience
- e. Preferred completion of appropriate NCOES education

13. HOW TO APPLY: At a minimum, submit the following documents and meet all eligibility requirements:

- a. Cover letter stating why you are interested in the position and how you will add value to the assignment.
- b. Recommendation Letters as applicable.
- c. Military Biographical Sketch (Format as shown in CAARNG Pam 600-202, Appendix G).
- d. Past three years NCOERs (if applicable); if not available, supervisor must provide a written statement regarding why the Soldier's NCOERs are not available and indicating the applicants abilities to perform the duties listed in this announcement.
- e. ARNG Format 1058-R dated July 2002 Completed and Signed by both the applicant (block 24) and Unit Commander (block 35e).
- f. Retirement Point Accounting Statement (RPAS).
- g. All DD Forms 214 (copy must include bottom portion with RE Code).
- h. Individual Medical Readiness (IMR) report indicating current (within 6 months) Periodic Health Assessment (PHA). A Physical Serial report of 3 or higher identified in the PULHES requires proof of Medical Evaluation Board and Permanent Profile (DA Form 3349).
- i. Females must complete a pregnancy test and submit negative results within 15 days of the start date.
- j. Current (within 6 months) DA Form 705, APFT Card demonstrating passing within the past six months (Height and weight must be annotated). Include Body Fat Worksheet (DA Form 5500 R) and Permanent Profile, if applicable.

14. Point of Contact: Questions regarding this position will be directed SFC Joe Knutsen at (916) 854-4419 or (916) 710-2169.

15. SUBMIT COMPLETE APPLICATIONS (with all required documentation/certificates) to:

Accession Task Force
ATTN: S-1, OIC / NCOIC
10620 Mather Blvd.
Mather, CA 95655

16. EQUAL OPPORTUNITY: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.

17. Notice to all interested applicants: positions as advertised are based on current and future availability of funding. Positions can be terminated, modified, and closed at the discretion of the selecting official.